



PRODUCER'S GUIDE

TORONTO
PRODUCTION
CENTRE

2005 - 2006 V. 1.



CBCtelevision

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- 2 | **WELCOME TO THE TPC**
- 3 | **LABOUR & FACILITIES**
- 3 | **DESIGN**
 - ACCESS
 - DESIGN LABOUR
 - GRAPHIC DESIGN
 - RENTALS
- 4 | SET DESIGN
 - SET STORAGE, DISPOSAL
- 4 | **STUDIO & REMOTE PRODUCTION**
 - ACCESS
 - EQUIPMENT RENTALS
 - LIFTS, AERIAL & FORK
 - SPECIAL PRODUCTION NEEDS
 - TECHNICAL SUPPLIES
 - TV TECHNICAL STORES
- 6 | **POST PRODUCTION**
 - PICTURE
 - SOUND
 - POST PRODUCTION MEETING
 - CLOSED CAPTIONING
 - CREDITS, PACKAGING
 - SCREENING THEATRE
 - TECHNICAL INFORMATION GUIDE
- 6 | **TECHNOLOGICAL MAINTENANCE & SUPPORT**
- 6 | **NETWORK PRESENTATION**
- 6 | **OTHER CBC**
 - ANIMALS
- 7 | AUDIENCE, EXTRAS COORDINATORS
 - CATERING
 - ELEVATORS
 - FORMATS, APPROVALS
 - GST AND PST
 - INSURANCE
 - MAPS & DIRECTIONS
 - OUTSIDE SUPPLIERS
 - PARKING
- 8 | PRODUCTION OFFICES
 - PURCHASE ORDERS
 - SECURITY
 - SHIPPING, RECEIVING
- 10 | TAPES
 - TECHNICAL ACCEPTANCE
 - TIME SHEETS, TIME CARDS
 - VEHICLES

Remember to visit us at www.cbc.ca/tvfacilities for the latest information.

WELCOME TO THE TORONTO PRODUCTION CENTRE



What We Are

The Toronto Production Centre is an integrated, responsive, user-friendly service provider offering high quality technical and production solutions that are of value to clients and the organization. Our credibility comes from the creativity, knowledge and expertise of our people.

Whether you're a new or returning client, **THE TORONTO PRODUCTION CENTRE (TPC)** is pleased to be a partner in your upcoming production. Whatever your production need, we have the breadth of services and depth of creative, technical and organizational expertise to help you.

The TPC provides both production and broadcast services to a host of CBC program departments and numerous independent productions. The five (5) major TPC areas include:

- DESIGN AND GRAPHICS
- STUDIO AND REMOTE PRODUCTION
- POST-PRODUCTION
- TECHNICAL MAINTENANCE AND SUPPORT
- NETWORK PRESENTATION

Our production and resource teams have years of experience and will help you get the best possible quality and value out of your production budget.

A **TPC PROJECT MANAGER** will be your main resource for all information, queries and advice, ensuring your production runs smoothly and is navigated successfully to completion. Project managers are assigned to all productions coming through the TPC, acting as central contacts and working closely with production partners and key personnel from all areas within the CBC.

YOUR PROJECT MANAGER WILL BE: _____
CONTACT INFO.: _____

Although your Project Manager will be your key source of information, this Guide has been prepared as a handy reference tool and as a supplement to communicate additional information about working here.

Before embarking on your production, please note that a unique program number will be assigned to your project to track all costs. This program number will be used to schedule TPC crew and facilities to your production. Your Project Manager can provide you with additional information as to how these aspects apply to your production.

We hope you find the TPC Producer's Guide useful. Please note that it is organized by major production category, with relevant topics arranged in **ALPHABETICAL ORDER**.

Labour & Facilities

We have a large, experienced pool of talent. Whether you wish to utilize TPC technical and production personnel or specific freelancers, we can hire and coordinate both. Our highly skilled crews can also facilitate access to a vast inventory of TPC technical equipment and supplies available for rental. Furthermore, our Project Management team can provide your show with valuable expertise, offering suggestions and advice to meet your needs and maintain high-quality standards. Often, this consultation helps avoid unnecessary expenditures down the road.

We have state-of-the-art studios - from 3,300 square feet to 13,000 square feet that are ideal for video and film production. Studios can be equipped with a variety of lighting and audio options, made uniquely efficient with our flying batten and plak systems. We offer digital, single or multi-camera 4:3 or 16:9 production, mastered on Digibeta, upconvertible to HDTV. We also have a Sony CineAltaHigh Definition camera package. For remote production needs, we have analog and digital mobiles, plus our new 58' High Definition truck.

No matter the size or type of show, we can assist in assembling qualified production resources to meet your production goals. We'd be pleased to sit down with you to discuss and ascertain the best available production options for your show, and then arrange to provide you with an all-inclusive **PACKAGE DEAL**.

We can also provide you with hourly, daily and weekly rates for facilities, equipment and crew. Your Project Manager can provide you with important information regarding Changes or Cancellations to Bookings, Overtime, Meal Breaks and Turnaround.

Design

SET DESIGN AND BUILD. GRAPHIC DESIGN SERVICES. SPECIAL EFFECTS. COSTUME DESIGN & MANUFACTURING.

Whether you're renting from our extensive inventory of props, draperies, costumes, set pieces or backdrops or seeking to create a unique design, our full-service Design department has everything you need to get the job done!

For ease and convenience, we would be pleased to provide you with an all-in **PACKAGE DEAL (A.K.A. "Fixed Price")** for your Design-specific requests. Alternatively, you may choose to use the **PAY-AS-YOU-GO approach (A.K.A. "Time & Materials")**. With Pay-As-You-Go, although you will be provided with estimates and regular updates, all costs associated with labour and materials will be charged to your production on an on-going basis. This method is typically used for projects with short-turnarounds and/or when changes to original requests are anticipated.

Access

If you wish to access and view our stock, prop and costume areas, please let your Project Manager know and they will arrange this for you.

(ALSO SEE "RENTALS", "DESIGN LABOUR")

Design Labour

We can provide skilled Set Dec, Props and Wardrobe personnel to work with your production to recommend and/or expeditiously find what you're looking for. Moreover, if you use TPC Set Dec, Props and/or Wardrobe labour, you will be entitled to additional discounts on rental items.

(ALSO SEE "RENTALS")

Graphic Design

TPC Graphic Design services include branding, logo and identity design, 2D and 3D motion design, classical animation, character animation and virtual set design, compositing and special effects, digital and traditional illustration, print and web design.

Your Project Manager together with the Manager of Graphic Design can provide you with additional information and suggest the optimal approach to obtain the desired results for your graphics project.

Rentals

The Design department has an extensive inventory of sets, drops, props and costumes for rental. Rental packages can be created or specific rates can be provided upon request. Additional rental discounts can be obtained when using key TPC Design personnel.

(ALSO SEE "ACCESS", "DESIGN LABOUR", "RENTALS")



Set Design

We have 4 Production Designers and 2 Assistants on staff as well as Set Decorators. We also have a Design Coordinator who can supervise and organize all your requirements for a perfectly fluid process. We also have CAD, 3D rendering and model-making facilities.

Set Storage, Disposal

Before your show is completed, you will need to plan for the storage or disposal of your set. Your Project Manager can explain how this works on a case-by-case basis.



|4

STUDIO & REMOTE PRODUCTION

Access

If you require access to survey our studio and technical equipment areas, please let your Project Manager know and they will arrange this for you.

Equipment Rentals

We keep our equipment in top condition. Any rented equipment not under the supervision of the TPC is the responsibility of production per the terms and conditions outlined on our Equipment Rental Agreement. Your Project Manager will help you with any questions about the TPC's process for equipment requisitions, rentals and returns.

(ALSO "LIFTS, AERIAL & FORK",
"TV TECHNICAL STORES")

Lifts, Aerial & Fork

We have a variety of lifts available. If any of your freelance crew wishes to operate our aerial and/or forklifts, kindly provide proof of appropriate, valid licenses in advance of production.

Special Production Needs

Please advise your TPC Project Manager in advance of any special production requirements involving live animals, firearms use, pyrotechnics, or rigging/ flying needs.

(ALSO SEE "ANIMALS")

Technical Supplies

Technical supplies and consumables, such as bulbs, tape, and gels will be billed to production.

(ALSO SEE "TV TECHNICAL STORES")

TV Technical Stores

TV technical stores provides equipment for all studio and remote productions, including video, audio, staging and lighting equipment. To ensure that all required equipment is gathered on a timely basis, we ask that an Equipment Requisition be submitted that includes a valid a program number provided by your Project Manager.

(ALSO SEE "EQUIPMENT RENTALS")





Post Production

PICTURE

We have a variety of linear and non-linear edit tools – such as high-end editing and special effects creation suites, AVID DS Nitris suites for High Definition post-production and a host of AVID Media Composer and Adrenaline edit systems. We also offer 16mm & 35 mm scanner suites for film-to-tape transfers or tape-to-tape colour corrections with effects capabilities plus a multi-format screening theatre.

SOUND

Audio Post has large format, multi-track recording and mixing studios – all equipped with ProTools High Definition systems - plus a host of small format DAW recording and mixing studios - as well as sound effects /dialogue digital editing and processing suites. Re-mix capabilities include all major delivery formats including Dolby Surround, 5.1 and IMAX.

POST-PRODUCTION MEETING

Although all aspects of production are unique in their own right, we recognize that Post Production has its own specific set of challenges. Depending on the desired “look” and “sound” of the finished product, Post Production can be a highly creative, and sometimes a long and complex process. Moreover, once Post begins, many key production personnel have moved on to other projects. Thus, continuity, control and supervision during Post Production are of paramount importance.

The TPC can help in this regard. We will work closely with your **POST PRODUCTION SUPERVISOR** to manage and administer the post process at the TPC. Your Project Manager will arrange a meeting early in the production process with the Post Supervisor to identify pertinent details that may impact on post production.

Closed Captioning

Your Project Manager can provide rates and arrange for Closed Captioning services.

Credits, Packaging

If you plan to use any of the TPC’s linear editing suites for titles or credit packaging, a Character Generator Operator will be assigned to work with the Editor.

Screening Theatre

The TPC’s screening theatre is perfect for screening video and film productions. It can even be used as a set. Seating for 46-50 people. Rates are available upon request.

Technical Information Guide

Please note that a separate Post Production Information Guide is available which contains detailed technical information and photos of all our suites.

Maintenance & Support

The Technological Maintenance & Support department provides a wide range of television support services and a wealth of technical expertise should you require technical guidance and/or consultation. In addition, we can create specialized, custom-made mechanical and lighting accessories to support and/or enhance your production.

Network Presentation

Network Presentation is responsible for providing consistent, seamless transmission of programming from the CBC Broadcast Centre in Toronto. This department also maintains presentation services for Newsworld, Country Canada and Vision TV.

16



Other CBC

Here are some other key things you should know about working at the CBC:

Animals

Please let us know of any animals that need to be brought into the TPC for your production. You’ll need to have appropriate licenses and animal wrangler(s), and your Project Manager will help prepare a TPC Risk Assessment. Productions that involve the use of animals may also refer to City of Toronto by-laws at www.toronto.ca/animal_services/index.htm or www.toronto.ca/legdocs/municode/1184_349.pdf.

(ALSO SEE “SPECIAL PRODUCTION NEEDS”)

Audience, Extras Coordinators

Production should ensure that qualified and sufficient audience and/or extras coordinators are present to direct studio audiences and/or large groups of production personnel in and out of the building.

(ALSO SEE "ELEVATORS", "SECURITY")

Catering

Productions are encouraged to use their preferred catering choices during their stay at the CBC. The Security Office should be notified when any outside visitors require access into the building. Please note that compressed gas devices, e.g. propane/butane heaters, are not permitted anywhere in the building.

On the ground floor, Ohh-La-La can provide meals, snacks and beverages for your production. For convenience, these costs can be included as part of your TPC invoice.

(ALSO SEE "SECURITY")

Elevators

The large freight elevator (Elevator 18) accessible from John Street provides a convenient way of bringing production gear into the building and directly up to the studios. Your Project Manager can book this elevator for you. Should your production involve studio audience(s), your Project Manager can also arrange to reserve an elevator bank.

(ALSO SEE "AUDIENCE, EXTRAS COORDINATORS, SECURITY")



Formats, Approvals

If your program is intended for CBC broadcast, you will be provided with specific guidelines detailing commercial format, program length and other delivery requirements. Your Project Manager can arrange for you to have this information prior to shooting.

(ALSO SEE "TECHNICAL ACCEPTANCE")

GST and PST

The Goods and Services Tax (GST) will be included on all services invoiced by the TPC. Provincial Sales Tax (PST) also applies unless production submits a copy of a PST Exemption Certificate to the TPC.

Insurance

All independent producers using TPC studio facilities will be requested to show proof of general liability insurance up to \$5 million.

Maps & Directions

Your Project Manager can provide you with information to locate the studio, suite or room(s) you are looking for.

Outside Suppliers

You may wish to capitalize on the TPC's relationships with various technical suppliers for your production purchases and/or rentals. Should you request a technical rental or purchase through the TPC, you will be provided with a CBC-generated Purchase Order number for easy tracking purposes.

(ALSO SEE "PURCHASE ORDERS")

Parking

The CBC does not have any visitor parking facilities. Production can use any of the independent parking lots that surround the building. Street permits are obtained as usual through the Toronto Film and Television Office (www.torontofilmpermits.com).

ALSO:

- The parking of production vehicles on John Street in areas designated as Fire Lanes is prohibited.
- Pick-ups and drop-offs into the CBC B2 Garage level are accessible from Wellington Street and must be arranged in advance through the Security Office.

(ALSO SEE "SECURITY")

Production Offices

We can rent production office space, as available. This space comes with furniture, local telephone service, and a limited number of computers and/or computer connections. Please note that additional cash costs may be incurred for additional telephone hook-ups, computer set-ups and connections, photocopier, long distance and general office supplies. These costs will be coded and compiled to a program number set up for your production.

We also have specific **IT** procedures for the use of outside laptop computers within CBC. Your Project Manager can provide you with additional information.

Purchase Orders (A.K.A. "P.O.'S")

You may request that your own unique P.O. numbers be attached to requisitions for your own tracking purposes. Alternately, CBC Finance can issue unique purchase order numbers to assist in tracking specific purchase and rental costs associated with your production.

(ALSO SEE "OUTSIDE SUPPLIERS")

Security

Access into the CBC building must be pre-arranged through your Project Manager. In most cases, visitors' names are entered into the Guest Entry system, or alternately, call sheets or written lists of names can be dropped off at the Security Office located at the John Street entrance. Visitors must individually sign in at the security kiosk and will be issued a daily CBC visitor badge.

If large numbers of people require access or if visitor names are unavailable, e.g. "extras", then an easily identifiable production badge can suffice as long as arrangements are made beforehand with the Security Office.

ALSO:

- If you and/or other members of your unit require access into the building for more than seven (7) days, you will be issued a temporary security card. This will allow you to enter the building simply by showing the card to a Security Officer.
- If you and/or other members of your unit plan to be at CBC longer than three (3) weeks, you can obtain a picture ID security pass (FOB) which will allow you to access the building without security pre-approval.

In both of the above situations, your Project Manager can help in liaising with the Security Office to obtain the required passes.

Once inside the CBC, the Project Manager can arrange to unlock and lock the studios according to your production schedule. If you have been provided with

dressings rooms and/or production office space, you will be given unique keypad numbers to better control access to these rooms. Please note that basic security precautions regarding valuables and attractive items should nevertheless be used.

Specific questions can be directed to the **SECURITY OFFICE** at **416.205.2581** or **416.205.2151**.

(ALSO SEE "ELEVATORS")

Shipping, Receiving

We recognize the need to ship and receive various materials throughout production.

PLEASE NOTE:

TORONTO SAME DAY COURIERS

- Our courier desk is located on the main floor in the Wellington Street West corridor, and is open **MONDAY to FRIDAY** from **8:45 AM to 4:45 PM**. The delivery address is 205 Wellington St. W. If receiving materials, please ensure that the sender clearly marks your name, location and phone number. You will be contacted for pick-up when the materials arrive. The courier desk phone number is **416.205.2265**.

OUT-OF-TOWN SHIPPING/RECEIVING

- If shipping to and/or receiving materials from out-of-town, you need to use the Shipping department on the **B2 level (52B106)**. The department is open **MONDAY to FRIDAY** from **8:45 AM to 5:00 PM** – with outgoing package cut-off at 4:30 PM. Please note that you will need your program number to ship any materials. Phone numbers are **416.205.2573/3022** and





internal e-mail is 'Shipping Toronto'.

Tapes

We can supply tapes and related supplies, as required, for your production. We have a selection of varying lengths of **SP**, **SX**, **DB** and **HD** tapes at competitive prices. Your Technical Producer or Project Manager can provide you with these rates and arrange to obtain tapes for your production.

Technical Acceptance

Please refer to the CBC Technical Specifications document that contains information regarding technical acceptance of programs.

(ALSO SEE "FORMATS, APPROVALS")

Time Sheets, Time Cards

TPC standard practice is to collect weekly timesheets from crew. Consequently, TPC labour cost data is usually one (1) week behind production, e.g. if production wraps on Friday, June 1st, then cost data will appear in TPC's financial system on Friday, June 8th at the earliest. If you require daily time information from TPC crew members for your DPR's or Hot Cost reports, please indicate this in advance and we will notify the crew of these expectations.

Vehicles

Should a gasoline-powered vehicle be required for production related purposes inside the CBC building, e.g. automobile, motorcycle please note:

- Please disconnect the battery.
- Ensure the gas tank is full.
- Lock the gas cap.

NOTES



